

I. INTRODUCTION

A. Purpose

To provide security measures necessary for the security of the staff and the facility.

II. PROCEDURES

A. Security Guards

A security guard is on duty within the facility from 5:30 a.m. to 9:30 p.m. everyday. Normally the security guard is stationed at the information desk in the first floor lobby and can be reached at extension 360 during regular office hours. Should you not receive an answer, call the receptionist at extension 0, and the person on duty will know what to do from there.

B. Entering the Building

On weekdays the second floor lobby doors are opened at 7:00 a.m. The front lobby doors are opened at 7:45 a.m. The back doors, adjacent to the staff lounge, are opened at 7:45 a.m. Anyone arriving at the building when the doors are locked can ring the doorbell to alert the security guard and gain admittance. It may however, take a few minutes for the guard to respond if he/she is on rounds some distance from the second floor. The outside doorbell is located to the far right side of the second floor lobby doors on the wall adjacent to the window panel. For admittance or departure after hours call ahead to advise the security guard. Only staff members may enter the building after 5:00 p.m. Non-staff members or temporary employees may enter the building after hours only when accompanied by a staff member or if a staff member in the building accepts responsibility. All persons, including staff members, must sign in with the security guard when entering the building outside of normal working hours or working in the building past 5:00 p.m.

C. Leaving the Building

The dock area doors are locked at 4:00 p.m., and the dock area is closed to all traffic. All other exterior doors are locked at 4:30 p.m. and 4:35 p.m. except for the doors in the second floor lobby, which are locked at 5:00 p.m. Anyone wishing to leave the building after 5:00 p.m. or on weekends is required to sign out with the

security guard on duty in the second floor lobby. If the guard is away from this area you should ring the doorbell on the inside of the building, located to the far left side of the second floor lobby doors on the wall adjacent to the window panel, and wait for the guard to unlock the door. Using the crash bar to exit through a locked door will cause an alarm to sound which the guard will investigate.

D. Meetings During Closed Hours

For meetings held during closed hours, the staff member responsible must schedule the meeting through the Division of Administrative Services in advance of the meeting. The security guard will be notified of the time, location, and the extension number for the meeting room. Meeting attendees must sign in and out.